



Job Description: Life Skills Program Director

BsideU for Life is Hiring a Life Skills Program Director

BsideU for Life is a 501(c)(3) nonprofit Christian ministry located in Louisville, Kentucky. Founded in 1988, BsideU serves women and families affected by unplanned pregnancy in the Metro Louisville area and surrounding counties. We provide our services through two pregnancy medical clinics, providing pregnancy testing, early gestational ultrasounds, and STI testing and treatment, and we partner with Image Clear Ultrasound to provide those services in a mobile clinic in suburban Metro Louisville. We also provide clients with day-time life skills and discipleship training in our life skills ministry, allowing them to pursue personal improvement classes, with onsite childcare and lunch while onsite. For the second year in a row, BsideU has been certified by BCWI as a Best Christian Workplace.

Our Vision: To create a community that values life. Always.

Our Mission: To provide support and hope through the Gospel of Jesus Christ to those affected by unplanned pregnancies, walking beside them for life.

Our Core Values:

We are Gospel-Centered.
We believe in the Sanctity of Life.
We are Prayerful.
We walk in Integrity.
We are Intentional.
We are Relational.
We are committed to Discipleship.



BsideU for Life is hiring a full time Program Director for our Life Skills Ministry.

The job description is attached to this cover page.



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Job Title: Life Skills Program Director

Reports To: Executive Director

Reporting to the Executive Director (ED), the Life Skills Program Director is responsible for ensuring seamless team management and development, program delivery, and quality control and evaluation in all aspects of the life skills and discipleship ministry of BsideU for Life. In this role, the Program Director will manage a growing staff of seven, plus a varied group of volunteer program providers (such as Bible Study teachers, life-skills teacher, client mentors, GED Tutors, and Childcare workers). Along with the Executive Director, Community Outreach Coordinator, and Volunteer Coordinator, the Life Skills Program Director will be one of the key representatives of the life skills and discipleship ministry of A Choice for Life, Inc. in the community.

Requirements and Qualifications:

- Minimum of a BA, MA preferred
- At least 5 - 10 years of experience, with three of those in a team management role
- Demonstrated success developing and evaluating program models, and selecting and successfully implementing programs for at-risk clients and their families.
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems.
- Project management skills and/or team management skills to bring measurable successes and program growth serving women and children in a ministry or educational setting.
- Wisdom in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams and students, empowering them to elevate their levels of responsibility, span-of-control and performance.
- Understanding of human resources, managing through change, employee performance improvement plans, and corrective action policies.
- Excellent verbal and written communication skills with exceptional attention to details.
- Expresses full agreement with ministry's Statement of Faith and Mission Statement.
- Complies with the policies and procedures of BsideU.
- Is dependable, stable, and capable of following through on commitments.



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- Is compassionate towards and has a sincere desire to reach out to women and men seeking the services provided at BsideU.
- Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
- Respects confidentiality.

Responsibilities:

1. Oversee all discipleship, life-skills, and educational programming at BsideU for Life.
2. Oversee scheduling of programs and classes with instructors and clients.
3. Manage classroom and computer lab resources with the goal of ensuring efficient space and resource usage, and access to services for clients who seek life skills, education, and discipleship services.
4. Develop and implement strategies that will maximize client success among programming and class options.
5. Identify and ensure that adequate and appropriate resources are available for each program to ensure that the successful completion of the program is achieved and the clients' needs are met.
6. Introduce clients to programs and classes offered and direct them to appropriate program and/or class through regular orientation class or other effective onboarding.
7. Provide personnel supervision of all staff involved in life-skills, discipleship, educational and counseling programs in order to encourage their best delivery of services.
8. Share ministry goals with staff and volunteers and seek new ways of achieving these goals.
9. Work in cooperation with other staff members to develop, maintain, review and update programs and procedures.
10. In conjunction with Volunteer Coordinator, develop orientation and onboarding of volunteers, and develop meaningful ways to encourage and motivate consistent and enthusiastic volunteer integration and engagement.
11. Work with staff to develop operational guidelines and objective performance measurements across programs, to ensure consistent, high-quality evaluation and goal setting for clients and, where appropriate, staff.
12. Continuously evaluate the total program and make recommendations to Executive Director and leadership team regarding the continuance of existing programs and the need for new programs.
13. Assist in recruiting, hiring, and overseeing the training and orientation of all staff members on Life Skills team.



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The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.

Signature

Date

____/____/____